

State of Hawaii
Department of Defense
Contracting and Engineering Office

Request for Proposals

RPF NO. CA-2518
Implement the Healthy Lifestyles in Our
Community Program, State of Hawaii,
Department of Defense

February 9, 2005

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, an RFP Interest form may be downloaded to your computer, completed and e-mailed or mailed to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

February 9, 2005

REQUEST FOR PROPOSALS

Implement the Healthy Lifestyles in Our Community Program, State of Hawaii, Department of Defense RFP No. CA-2518

The State of Hawaii, Office of the Lieutenant Governor and the Department of Human Services (DHS) and the Department of Defense (DOD) are collaborating to request proposals from qualified applicants to provide teen pregnancy prevention and family strengthening services which will contribute to the vision of safe, healthy, and nurturing communities that value youth as productive and contributing members and provide opportunities for actualization of their highest potential. The contract term will be from May 1, 2005 through May 31, 2006. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available.

Proposals shall be mailed and postmarked by the United State Postal Service on or before March 10, 2005, or hand delivered no later than 2:00 p.m., Hawaii Standard Time (HST), on March 10, 2005, at the drop-off site designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The Department of Defense will conduct an orientation, date to be determined, from 10:00 a.m. to 12:00 noon HST, at 3949 Diamond Head Road, Honolulu, Hawaii. All prospective applicants are encouraged to attend the orientation.

The deadline for submission of written questions is 4:30 p.m., HST, on February 22, 2005. All written questions will receive a written response from the State on or about February 28, 2005.

Inquiries regarding this RFP should be directed to the RFP contact person, Mr. Thomas T. Moriyasu at 3949 Diamond Head Road, Honolulu, Hawaii 96816, telephone: (808) 733-4259, fax: (808) 733-4237.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 5
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**ALL MAIL-INS MUST BE POSTMARKED BY UNITED STATES POSTAL SERVICE (USPS)
NO LATER THAN
March 10, 2005**

All Mail-ins

Department of Defense
HIENG
3949 Diamond Head Road
Honolulu, Hawaii 96816

DOD RFP COORDINATOR

Jonathan S. Ito
For further info. or inquiries
Phone: 733-4250
Fax: 733-4235

**ALL HAND DELIVERIES WILL BE ACCEPTED AT THE FOLLOWING SITES UNTIL 2:00 P.M., Hawaii
Standard Time (HST) March 10, 2005.**

Drop-off Site

Oahu:

Department of Defense
Contracting and Engineering Office,
Room 228,
3949 Diamond Head Road
Honolulu, Hawaii

BE ADVISED: All mail-ins postmarked by USPS after **March 10, 2005**, will be rejected.
Hand deliveries will **not** be accepted after **2:00 p.m., HST, March 10, 2005**.
Deliveries by private mail services such as FEDEX shall be considered hand
deliveries and will not be accepted if received after **2:00 p.m., HST, March 10,
2005**.

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Section 1

Administrative Overview

Section 1

Administrative Overview

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, Proposal Application Instructions--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of **Jonathan S. Ito, P.E.**
 Defense **Acting Contracting and Engineering Officer**
3949 Diamond Head Road, Honolulu, HI 96816

Phone (808) **733-4250** Fax: (808) **733-4235**

IV. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	Feb 9, 2005
Distribution of RFP	Feb 9, 2005
RFP orientation session	TBD
Closing date for submission of written questions for written responses	Feb 22, 2005
State purchasing agency's response to applicants' written questions	Feb 28, 2005
Discussions with applicant prior to proposal submittal deadline (optional)	As Required
Proposal submittal deadline	Mar 10, 2005
Discussions with applicant after proposal submittal deadline (optional)	As Required
Final revised proposals (optional)	As Required
Proposal evaluation period	Mar 11-24, 2005
Provider selection	Mar 25, 2005
Notice of statement of findings and decision	Mar 28, 2005
Contract start date	May 1, 2005

V. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

Date: **TBD** **Time:** **10:00AM – 12:00PM**
Location: **Dept of Defense, Headquarters, 3949 Diamond Head Rd, Honolulu**

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than the submittal deadline for written questions indicated in the next paragraph (VI. Submission of Questions).

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

Date: February 22, 2005 **Time:** 4:30 P.M. HST

State agency responses to applicant written questions will be provided by:

Date: February 28, 2005

VII. Submission of Proposals

A. Forms/Formats - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website at: www.spo.hawaii.gov, click *Procurement of Health and Human Services* and *For Private Providers*. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200)** - Provides identification of the proposal.
2. **Proposal Application Checklist** - Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents** - A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A)** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the Proposal Application Instructions, including a cost proposal/budget if required. (Refer to Section 3 of this RFP.)
5. **Registration Form (SPO-H-100A)** - If applicant is not registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their registration status, they may check the State Procurement Office website at: <http://www.spo.hawaii.gov>, click *Procurement of Health and Human Services*, and *For Private Providers* and *Provider Lists...The List of Registered Private Providers for Use with*

the Competitive Method of Procurement or call the State Procurement Office at (808) 587-4706.

6. **Tax Clearance** – A certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required either at the time of proposal submittal or upon notice of award at the discretion of the purchasing agency.

Refer to Section 4, item III.A.1, Administrative Requirements, and the Proposal Application Checklist to see if the tax clearance is required at time of proposal submittal. The tax clearance application may be obtained from the Department of Taxation website at www.hawaii.gov/tax/tax.html.

- B. **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the Proposal Application Instructions, as applicable. If Federal and/or State certifications are required, they are listed on the Proposal Application Checklist.
- C. **Multiple or Alternate Proposals** - Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Proposal Submittal** - Proposals must be postmarked by USPS or hand delivered by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP. Any proposal post-marked or received after the designated date and time shall be rejected. Note that postmarks must be by United States Postal Service or they will be considered hand-delivered and shall be rejected if late. The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Faxed proposals and/or submission of proposals on diskette/CD or transmission by e-mail, website or other electronic means will NOT be permitted.
- E. **Wages and Labor Law Compliance** - Before a provider enters into a service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, Wages, hours, and working conditions of employees of contractors performing services. Section 103-55, HRS may be obtained from the Hawaii State Legislature website at <http://www.capitol.hawaii.gov/>. Or go directly to:

http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

- F. Confidential Information** – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

Note that price is not considered confidential and will not be withheld.

VIII. Discussions with Applicants

- A. Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.
- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

IX. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

X. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

XI. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XII. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as their best and final offer/proposal. *The applicant shall submit-only the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XIII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIV. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XVI. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS, are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201, HAR)
- (2) Rejection for inadequate accounting system. (Section 3-141-202, HAR)
- (3) Late proposals (Section 3-143-603, HAR)
- (4) Inadequate response to request for proposals (Section 3-143-609, HAR)
- (5) Proposal not responsive (Section 3-143-610 (1), HAR)
- (6) Applicant not responsible (Section 3-143-610 (2), HAR)

XVII. Notice of Award

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

XVIII. Protests

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website (see the Proposal Application Checklist in Section 5 of this RFP. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Gary M. Ishikawa, LTC (Ret)	Name: Jonathan S. Ito
Title: Deputy Adjutant General	Title: Acting Contracting and Engineering Officer
Mailing Address: 3949 Diamond Head Road, Honolulu, HI 96816	Mailing Address: 3949 Diamond Head Road, Honolulu, HI 96816
Business Address: Same	Business Address: Same

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

XX. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

See Section 2 Service Specification.

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are on the SPO website. (See Section 5, Proposal Application Checklist for the address). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO website (see section 5, the Proposal Application Checklist). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service Specifications

Section 2

Service Specifications

I. Introduction

A. Background

The State of Hawaii, Office of the Lieutenant Governor and the Department of Human Services (DHS) and the Department of Defense (DOD) are collaborating to request proposals from qualified applicants to provide teen pregnancy prevention and family strengthening services which will contribute to the vision of safe, healthy, and nurturing communities that value youth as productive and contributing members and provide opportunities for actualization of their highest potential.

The Lieutenant Governor's *Hawaii Drug Control Strategy: A New Beginning* (November 2003) recognizes that the issues confronting the State regarding illicit drug use and underage drinking are best addressed by integrated approaches and multi-sector collaboration. Reflected in the *Strategy* is a belief in a broad, prevention-oriented approach to the substance abuse issue that reinforces the understanding that drug and alcohol problems of youth do not occur in isolation but are interlinked with a range of social issues and causal roots. A more specific example of the interrelatedness of issues is that alcohol and drug use by adolescents may serve as predisposing factors for initiation of sexual activity and unprotected sexual intercourse which then is associated with unintended pregnancy and Sexually Transmitted Diseases (STDs).

In order to execute the Strategy, DOD will implement the Healthy Lifestyles in Our Community Program which targets at-risk youth between the ages of 5 and 18 years. This Request for Proposal (RFP) is to solicit proposals from an organization/s/ to address and deliver such an approach, providing a central focus, coordinated effort, and variety of activities to address the issues related to the negative behaviors that youth may engage such as, alcohol and illicit drug use and early sexual activity. The successful proposal will focus on alternative activities, family strengthening, prevention and reduction of out-of-wedlock pregnancies, and drug awareness issues. The programs, services, and activities conducted via the successful proposal can provide youth the opportunity to develop competencies and enable them to achieve a successful transition to young adulthood.

1. Outcomes

The RFP must support achievement of the following outcomes:

- Enhance protective factors or reduces risk factors
- Demonstrate need and focus on high-risk communities.

- Provide outreach strategy that reflects how the provider will insure that the neediest of kids will be identified and served.
- Provide a plan and the implementation thereof for presenting alternative activities to involvement with underage drinking, drugs, [dance, music, art] that youth will help to identify.
- Work (plans) with grass roots community groups to develop, plan and implement drug prevention activities that shall fall within the following or a combination of:
 - information dissemination
 - prevention education
 - alternative activities
 - screening and referral
 - community driven strategies
- Activities that involve the community that is being targeted; includes businesses, service organizations (Lions, Key Club, Rotary Etc.)
- Provisions for non-school hour activities; weekend and after-school activities.
- Activities that incorporate cultural values, practices of the ethnic background of the youth being served; culturally based activities that help youth to identify with ones own cultural background and identify of self
- Builds on existing community resources [i.e.: takes an existing program that works and expands it to include different population or takes on existing hula program and adds a drug education component, or cultural component] ; identifies where in the continuum of services within that community that these activities fall
- Focus on targeted groups such as child welfare population, juvenile justice,
- Focus on youth of Samoan, Hawaiian, Filipino and African American ancestry who are over represented in our juvenile justice system
- Provider is able to identify key leaders from the community being served and how they will assist with implementation of activities [builds connection to role models within the community; creates sense of belonging; utilizes resources within community]
- Utilizes individuals in recovery who can act as role models to youth
- Provide programs that offer FUN activities with a strong skill building component that teaches youth problem solving skills, inter-personal skills, refusal skills and other daily life skills.
- Activities that offer opportunities for meaningful connections to adult role models (mentoring) or with peer to peer mentoring

- Family focused prevention efforts; programs for kids that includes a caregiver's component that reinforces what the youth are learning; programs that focuses on the family unit; family strengthening programs.
- Intergenerational focused activities.
- Best practice or promising approach.
- Anti-violence programs.
- Work side-by-side with treatment and community organizations.
- Produce high quality measurable results including outcome data to include but not limited to the following:
 - Ensure all at-risk youth are healthy and productive.
 - Engage youth in making responsible decisions.
 - Insure that youth do not engage in unhealthy or delinquent behaviors.
 - Youth develop positive sense of self.
 - Youth develop and maintain positive relationships in family, social, educational, employment, community, and cultural settings.
 - Youth achieve a successful "endpoint" transition to young adulthood, e.g., graduation, employment, post-secondary education.

All at-risk youth have access to a continuum of services.

- All families and communities provide for the healthy and successful development of all youth at risk.
- All youth will be placed in and maintain themselves in positive living situations.

In summary, the RFP must contain at a minimum the following:

- a) One initiative per island based on available teen pregnancy and adolescent health data and needs presented for specific geographic areas in relation to the services proposed to meet those specific needs for that area.
- b) Serve at risk youth, age's 5-18 years old and their families.
- c) Curriculum and activities to include, but not limited to, alcohol and drug prevention, teen pregnancy prevention and family strengthening.

- d) Agency qualifications and qualification of personnel.
- e) Financial management system.
- f) Program and budget tables.

2. Service Framework

- a. Services provided must reflect the following philosophy:
 - 1) Youth are valuable and worthwhile and should be helped to reach their full potential.
 - 2) The focus should be on youth in the context of families and specific communities.
 - 3) The focus should be on at-risk youth.
- b. Services provided should be:
 - 1) Holistic in nature, impacting the mind, attitude, and behavior.
 - 2) Outcome-based and performance target focused.
 - 3) Based on valid, reliable research.
 - 4) Collaborative in nature.
 - 5) Culturally, developmentally, and gender-appropriate.
 - 6) Provided by nurturing and caring adults.

B. Purpose or Need

The objective of this Request for Proposals (RFP) is to award Temporary Assistance to Needy Families (TANF) funds for Health Lifestyles in Our Community Program to implement curriculum and/or provide services and activities designed to help adolescents avoid underage drinking, drugs, pregnancy and maintain safe, healthy lifestyles. Services should incorporate best practices to address the reduction of the risk factors and the increase of the protective factors specific to the issues of Hawaii Drug Control Strategy.

Research from the fields of child welfare, substance abuse, and juvenile justice indicate a strong correlation between a stable, supportive, and well-managed family life with improved outcomes for youth. Parents with higher education and income; parental supervision; parents who hold strong opinions about the value of good health; teens who have supportive family relationships (connectedness); and, teens who participate in

shared activities with parents are factors that have been noted to reduce the risk of drug abuse. However, little supervision for teens; strict/overly controlling parents; low socioeconomic status; one parent household; lack of religious affiliation; and, the experience of violence or abuse are factors that can increase the risk for the use of drugs and alcohol. Therefore, family strengthening is viewed as a vital service component for teen pregnancy prevention services.

The intent of this RFP is not to expand or to duplicate initiatives being funded by similar resources for similar purposes. Funding may be used to identify and develop effective curriculum or models of service which are research-based and that can be appropriately replicated in Hawaii. Once funding is awarded and effective programs and services have been developed, refined, implemented, and evaluated, efforts should then focus on the replication and institutionalization of these programs within the core structure of the State. The intent of the DOD is to award funds for these services across the State based on the needs identified and appropriate services proposed to address those needs. While no specific communities have been identified, DOD through DHS resources anticipates that, based on available data, trends, and statistics, at least one initiative per island will be supported by this effort.

C. Description of Goals of the Service

The DOD is looking for qualified applicants to implement the Healthy Lifestyles in Our Community Program designed for at-risk youth between the ages of 5-18 years to focus on alternative activities, family strengthening, prevention and reduction of out-of-wedlock pregnancies, and drug awareness issues within the context of Lieutenant Governor's Hawaii Drug Control Strategy. Applicants are requested to propose specific programs and services that will address the unique needs of their community regarding adolescent drug prevention, family relationships and strengthening, and the incidence of teen drug abuse. Proposals should clearly describe how services are intended to directly impact the issues related to drug usage reduction/control and how they will contribute to accomplishing the following objectives:

1. Aware of and responsive to the needs and desires of their community in regards to teen drug and alcohol prevention and relevant services are tailored to address the unique needs of their constituents.
2. Are engaged in the development, implementation, evaluation, and institutionalization of effective curriculum or models of services, which are research-based and that effectively address teen drug prevention and family strengthening efforts.
3. Effectively coordinate services, resources and opportunities for youth and their families referred to the DHS. Coordination efforts are enhanced by the formal and informal collaborative agreements that the program establishes and maintains with other public and private agencies and institutions, including schools and faith-based organizations located within and/or serving the same community.

4. Provide programs and activities that contribute to the following:

- a. Increased knowledge of youth and their families of underage drinking and drug abuse in the early ages.
- b. Improved communication and refusal skills for early adolescents to resist peer pressures related to alcohol and drug activity.
- c. Increased/improved ability of parents and significant adults to communicate and support adolescents dealing with pressures related to the use of alcohol and drug activity.

D. Description of the Target Population to be served

The primary target population for the service includes at risk youth, ages 5-18 years old, and their families. The secondary target population includes individuals who provide direct services through DHS programs to at risk youth, ages 5-18 years old, and their families.

E. Geographic Coverage of Service

Proposal request is statewide; however, services may not necessarily need to be provided statewide by a single agency. While no specific communities have been identified and no specific number of awards has been determined for any geographic area, the DOD anticipates at least one initiative per island will be supported by this effort. It is further anticipated that awards will be made based on available teen pregnancy and adolescent health data and needs presented for specific geographic areas in relation to the services proposed to meet those specific needs for that area. The DOD reserves the right to make awards based on the best configuration of services statewide.

F. Probable Funding Amounts, Source, and Period of Availability

1. Funding Period: 1/1/05 – 6/30/06
Total Amount of Federal Funds: approximately \$2,000,000.00
Source of Federal Funds: C.D.F.A. # 93.558 Temporary Assistance for Needy Families (TANF) www.cdfa.gov
2. The DHS anticipates funds to be awarded for a 12-month period, subject to the availability of funds and quality of program services. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds

become available. The DOD reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.

3. The DOD reserves the right to make modifications to the scope of services and in the funding amounts that it is unable to anticipate now. There may be unique circumstances, not limited to federal grants, which require these modifications be made to continue or to improve services. Additionally, should funding be increased or decreased, the DOD reserves the right to add in additional funds or decrease funds at its discretion.
4. While no specific funding amounts have been pre-determined, the State anticipates award amounts to be approximately \$100,000.00 - \$125,000.00 per site. The comprehensiveness of the proposal's scope and the number of agencies collaborating to provide the services to address the identified needs will be considered in determining the awards in excess of \$125,000.00.
5. In the interest of avoiding duplication of services and providing the widest distribution of awards, preference will be given to programs that are not currently receiving federal resources to provide similar teen pregnancy prevention and family strengthening services.

II. General Requirements

A. Specific Qualifications or Requirements, Including but not Limited to Licensure or Accreditation

1. The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).
2. The applicant shall meet all State and County licensing requirements, if any, to operate in the State.
3. Funding opportunities are available to applicants that currently operate programs that provide a place where all youth and their families feel comfortable accessing a continuum of services, resources, and opportunities that include prevention, intervention, and community empowerment. The applicants submitting proposals should minimally be providing the following in an existing program:
 - a) Community-based service activities operated during after-school hours, weekends, school intercession, and holidays.
 - b) Program strategies incorporating a youth development approach. The program should contribute to the development of the competencies of youth in the

following areas: physical health; personal and social well being; knowledge, reasoning and creativity; vocational preparation; and citizenship.

- c) Services and activities that involve aspects of effective youth programs including: a holistic and coordinated approach, cultural awareness and identity, youth involvement, developmentally appropriate programming, gender appropriate programming, family involvement, and a caring adult relationship.
- d) The core services of community-based outreach, case management, and positive alternative activities. The applicants should currently be providing the three core services within the context of an existing DHS-type program within the State.

B. Secondary Purchaser Participation

(Refer to §3-143-608, HAR)

There are no planned secondary purchasers. After-the-fact secondary purchases will be allowed.

C. Multiple or Alternative Proposals

(Refer to §3-143-605, HAR)

☐ Allowed ☒ Unallowed

All proposals will be evaluated, ranked and awarded separately, and not in relationship with any other alternate proposals submitted.

D. Single or Multiple Contracts to be Awarded

(Refer to §3-143-206, HAR)

☐ Single ☐ Multiple ☒ Single & Multiple

Criteria for multiple awards:

Multiple contracts may be awarded as the DOD deems appropriate to best meet the needs of the State after all proposals are reviewed. The intent is to award at least one program per island.

Priority will be given to programs that do not currently have federal resources allocated to provide similar teen drug reduction and family strengthening services.

E. Single or Multi-Term Contracts to be Awarded

(Refer to §3-149-302, HAR)

☒ Single-Term (<2 Years) ☐ Multi-Term (>2 Years)

The contract period shall be a single term, twelve-month contract subject to the program's satisfactory performance and the availability of funds. There may be a possibility for an extension of the initial award period up to an additional 12 months should funds become available. The DOD reserves the right to determine the configuration of services and awards to best meet the needs of the State after all proposals are reviewed.

F. RFP Contact Person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section 1, Item IV (Procurement Timetable) of this RFP.

Contact Office: Department of Defense
Contact Person: Thomas T. Moriyasu
Phone: (808) 733-4259
Fax: (808) 733-4237

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or Mandatory Tasks and Responsibilities)

1. Applicants must make an assessment of needs and community readiness for the proposed services. Applicants are requested to identify and justify the need for teen drug reduction/prevention and family strengthening programs as well as the community that they anticipate serving. A comprehensive needs assessment shall include information from reliable data sources, identified risk and protective factors, reports, studies, and strategic plans or planning efforts that substantiates the needs of the target group(s) and community that the proposed services are intended to address. The assessment should include and specify the rate of alcohol drinking and drug usage among teens of the community or geographic area served by the program. Applicants should also provide information and documentation of the community "readiness" to actively address alcohol and drug prevention, including family strengthening, as well as to support the implementation of the proposed services.

2. Applicants must have the infrastructure in place or be providing a formal linkage to resources in the community to provide the range of programs and services that support the core components of a youth service center program which include community-based outreach, case management and positive alternative activities.

3. This initiative is intended to support activities and efforts that result in the prevention of teen drinking and drug usage, and strengthening of family services at existing DHS-type programs across the State. Applicants must frame their proposed service activities in a manner that is relevant and compatible to their needs, strengths, and interests in assessing, designing, implementing, evaluating, and institutionalizing teen pregnancy prevention services within their centers. The proposed services should contribute to the following:
 - a. Postponement of drinking and drug involvement of early adolescents.
 - b. Increased knowledge of youth and their families of early drinking, drug abuse and healthy adolescent development.
 - c. Improved communication and refusal skills for early adolescents to resist peer pressures related to alcohol and drug activity.
 - d. Increased/improved ability of parents and significant adults to communicate and support adolescents dealing with pressures related to alcohol and drug activity.

4. While this service request focuses on programs and services that directly address the prevention of teen drinking and drug use and control, resources may also be used to support the strengthening of families to contribute to overall youth development. Family strengthening approaches should align with the service framework outlined above in Section II. Part I., A., 2, and also be tailored to the developmental stages of youth and specific risk factors in the families. Features of effective family strengthening programs, which have been substantiated by current research, should be considered by the applicant when developing plans. Family strengthening efforts as a major strategy to prevent teen drug reduction should incorporate services in one or more of the following areas:
 - a. Family Skills: A multi-component training approach that generally incorporates behavioral parent training, skills training, and behavioral family skills. The approach utilizes a multi-session program with both separate and joint sessions with parents and children.
 - b. Family Education: Lectures and/or educational sessions that cover a variety of family subject areas including family values, responsibility to society, law-related education, communication, substance abuse prevention, and relationship enhancement techniques.

- c. Family Therapy: Clinical approach to effecting positive change in the family system by affecting the structure and behavioral patterns. Functional Family Therapy, Brief Strategic Family Therapy, and Multi-Systemic Family Therapy are examples of different family therapy approaches.
5. The description of the proposed services should include the following:
- a. The process that will enable the applicant to identify teen alcohol and drug prevention program models/curriculum that are research-based and that would be effective in addressing the needs of youth and families within its community.
 - b. The plans to train current agency to provide teen alcohol and drug prevention and family strengthening services.
 - c. The incorporation of the teen alcohol and drug prevention and family strengthening services into the current range of programs offered by the DHS.
 - d. The means and process for identifying youth and families for services.
 - e. The process to pilot and implement the teen alcohol and drug prevention and family strengthening services.
 - f. The means by which the agency will assess the impact of the services.
 - e. How the agency will make necessary design changes to refine programs to ensure that the needs of youth and families are effectively addressed.
6. To accomplish this initiative the applicant may anticipate hiring additional and/or auxiliary personnel to provide direct services, support services, technical assistance, and training. The applicant must articulate the responsibilities and role of staff and/or the consultants within the context of the proposed services as well as detail how this effort will be maintained or continued beyond the initial funding period. Additionally, transportation of at-risk youth and their families to and from service sites must be addressed if it poses a barrier to service delivery. Applicants are expected to include anticipated cost for transportation in their proposal to the State.

B. Management Requirements (Minimum and/or Mandatory Requirements)

1. Personnel

- a. The applicant shall ensure that employees do not have a criminal history or background that poses a risk to youth. The applicant shall conduct employment and reference checks on all employment applicants. In addition, prior to providing direct services to youth, criminal history record checks (State and FBI Criminal History Check, Sex Offender Registry, and the Child Abuse and Neglect Registry Clearance) shall be conducted, as allowed by statutes or rules, for any

person who is employed or volunteers in an position that necessitates close proximity to children or adolescents. Documentation of criminal history record checks shall be maintained in the employee or volunteer's personnel file and shall be available for review. Criminal history record checks, except for the FBI fingerprint check, shall be conducted annually.

- b. The applicant shall develop policies that describe the grounds and circumstances for denial of employment or termination of current employees who have been found to have convictions or pending charges upon completion of any criminal history check or other investigation.
- c. The program staff shall have appropriate qualifications and necessary training to provide the required DHS-type services and activities and demonstrate knowledge, capacity, skills and experience in working with the target population, and be knowledgeable about the community they serve as an YSC.
- d. Applicants shall engage trainers and professionals that have expertise in the subject matter and experience working with at-risk youth ages 5-18 years old and their families to ensure credibility with the target audiences. The trainers should be skilled in conveying information to participants.

2. Administrative

- a. The applicant is required to meet with the State to discuss any aspect of the services.
- b. The applicant is required to maintain detailed records of youth, program activities, and personnel in addition to maintaining an accounting system and financial records to accurately account for funds awarded. Funds shall be budgeted and expended in accordance with applicable State and/or Federal cost principles.
- c. The applicant shall also be required to comply with applicable provisions and mandates of the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The HIPAA regulates how individually identifiable health (medical and mental health) information is handled to ensure confidentiality.
- d. The applicant shall not utilize youth for any agency solicitation or political campaign purposes.
- e. The applicant may not charge youth and/or their families more than a token amount for program services.
- f. Subcontracting arrangements may be allowed if the applicant is unable to provide components of the requested services directly. Copies of draft subcontract agreements must be submitted as an attachment to the proposal. All subcontracts must follow the pricing structure and all other requirements of this RFP.

3. Quality Assurance and Evaluation Specifications

- a. All contracts shall be monitored by the State in accordance with requirements set forth by Chapter 103F, Hawaii Revised Statutes. Contract monitoring shall include:
 - 1) The review of amendments and approvals, deemed appropriate by the State, of the contract's program items, especially the outcomes plan, the performance targets and milestones, the assurance of collaboration, quarterly program reports, and other documents submitted to the State.
 - 2) Periodic site visits, scheduled and unscheduled, with comprehensive written evaluation of the major program service areas, such as:
 - a) Staff qualification, organization, and effectiveness.
 - b) Outcomes planning, implementation, and evaluation.
 - c) Collaboration (Informal and formal agreements and subcontracts).
 - d) File maintenance and record keeping.
 - e) Facility accessibility, suitability, and safety.
 - f) Transportation and other liability issues.
 - g) Consumer satisfaction.
 - 3) The applicant shall allow the State access to all materials, files, and documents relating to the provision of services.
- b. The applicant must maintain for the term of the contract the system of evaluation developed by the State, including the use of evaluation tools and reporting forms. In addition, the applicant must take corrective actions the State deems necessary in light of the evaluation data.

4. Output and Performance /Outcome Measurements

- a. An Outcomes Framework (outcomes, performance targets, and milestones) will be used for monitoring and results reporting. The Outcomes Framework (OF) for this service will focus on specific achievements in teen pregnancy prevention and family strengthening services within the context of the DHS program and/or specific changes in youth and family conditions, skills, attitudes, and/or behaviors.

- 1) Performance targets describe the anticipated change in program participants that occurs as a consequence of the service provided by the YSC. The performance target does not reflect the actions or behaviors of the agency or the staff in the delivery of the program services. In response to the RFP, applicants must propose and commit to performance targets directly related to the initiatives described in this RFP.
 - 2) Milestones describe the sequential actions made by the program participants to indicate they are successfully progressing toward achieving the performance target. Applicants should identify the milestones that will most effectively communicate (track and report) the success of program participants and at the same time can be efficiently documented on an ongoing basis. The successful achievement of milestones and performance targets should be verifiable by direct and indirect measures, observable events or behaviors, or indicators identified by the applicant.
- b. Within this OF, applicants must:
- 1) Base their programs on a thorough assessment of objective data about the relevant risk and protective factors in communities being served.
 - 2) Design and implement programs for youth based on research or evaluation that provides evidence that the programs used impact the indicators of risk and protective factors and contribute to preventing or reducing risk factors and establishing or strengthening protective factors.
 - 3) Evaluate programs to assess their progress toward achieving the outcomes, performance targets, and milestones. Furthermore, such evaluation shall be used to improve and strengthen the programs, to revise timelines, and to refine the outcomes, performance targets, and milestones.
 - 4) Use appropriate computer hardware and Microsoft software Access and Excel to record, monitor, and report various data.
- c. Applicants will commit to the performance targets finalized with the State as part of the applicants' contractual responsibility. Applicants will track and report progress through a standard outcomes reporting format and meet periodically with the State to review progress and results and to make necessary modifications and corrections.
- d. Applicants should propose performance targets, including numeric projections of achievement as # or %, related to at least three (3) of the following:
- 1) Reduction/control of alcohol and drug activity.

- 2) Increased knowledge of youth and their families of drugs and healthy adolescent development.
 - 3) Increased knowledge and/or improved skills related to youth and parents communication about adolescent issues, including alcohol and drug activity.
 - 4) Increased knowledge and skill of agency staff in delivering programs and services related to teen drinking and drug use prevention and family strengthening.
- e. In order to facilitate the implementation of the OF and enhanced services, the State will:
- 1) Provide technical assistance in developing outcomes, performance targets, and milestones.
 - 2) Provide technical assistance in using hardware and software to evaluate the progress of the programs.

5. Reporting Requirements for Program and Fiscal Data

Timely program and fiscal reports as specified by the State will be due quarterly and at the end of the budget period. Contracts are programmatically and fiscally monitored by the State. Monitoring includes the review of program reports and services; budgets and revisions (as approved by the State); invoices and expenditure reports; and any issues applicable to services provided. Monitoring will take place at a variety of locations including the applicant's administrative office and the site(s) of service delivery.

6. Pricing Structure or Pricing Methodology to be Used

- a. Pricing structure is based on cost reimbursement. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the applicant for budgeted costs that are actually incurred and allocable in delivering the services specified in the contract, up to a stated maximum obligation.
- b. Applicants shall be required to apply the Cost Principles on Purchases of Health and Human Services.
- c. Total funding amounts allocated to each contract may be increased or decreased at any time, at the discretion of the State. Reasons for such increases or decreases include, but are not limited to, the program's performance, availability of funds,

cost of living adjustments, utilization rates, and shifting of community needs and priorities.

7. Units of Service and Unit Rate

Not Applicable

IV. Facilities

1. Not Applicable